

What If?

Hints and Tips:

1. Feel free to use sites like EasyBib and the citation generators provided by most databases, but be certain to double-check and correct their work. They rarely get all of the entry correct, which will cost you points. Knightcite is a bit better than Easybib, but it makes mistakes as well.
2. Do not include the items in the left margin of the back; they are there only for your guidance.
3. Go to a new line whenever you run out of room and not before; in this way your entries will not exactly match the format on the back.
4. All numbers are written in numerals; they will not be spelled out when you type your list of Works Cited.
5. The city should be a U.S. city if possible; if there are several cities listed, choose the first one. Do not list the state.
6. You must abbreviate the month whenever possible. When you do, you will have to add a period that is not listed. Obviously do not add a period for months that cannot be abbreviated. (ex. May vs. Oct.)
7. The copyright date should be the most recent one listed; do not list more than one date.
8. List the name of the publishing company without any extra words; do **not** list “Co.,” “Inc.,” or similar words after the name of the publisher. Do not list articles (a, an, or the) as part of the publisher’s name. If a person’s name is used, list only the last name. If a book is published by a “University Press,” use the abbreviation “UP” instead. If there is a publisher’s imprint list both with a dash (ex. Perennial-Harper). If different publishers are listed for different cities list all separated by semicolons (ex. London: Harper; New York: Barnes)
9. Multiple page numbers are recorded as follows. Consecutive pages receive a hyphen, for example: 4–7. For two different pages which do **not** include the pages between receive a comma, list only the first page and a + sign: for example: 4+. For a range of numbers over ninety-nine, list only the first two numerals in the second number, if possible, for example: 123-36.
10. When you complete an entry for an article in a reference book, include all the page numbers, not just the ones you use.
11. If a source has a subtitle, use a colon to separate the first part of the title from the second.
12. A title within a title uses plain text; it is not italicized, for example: *Approaches to Teaching* The Crucible.
13. If there is no author, then omit the name and go to the next part of the entry. Do not leave any blank space.
14. For other missing items, use the following abbreviations: n.p. for no place of publication or no publisher given, n.d. no date of publication given, c. circa (published approximately in the year), n. pag. no pagination given (unnecessary for web sources).
15. When you create your Works Cited list, alphabetize the entries by the first item of the entry.
16. Your Works Cited list should be double-spaced both between and within the entries.
17. It is possible to create the formatting on a Works Cited list easily with Microsoft Word. After you have typed the title and are ready for the first entry select paragraph. Then change the menu box called special to “hanging.” Type each entry continuously, then hit enter when done; the computer will format for you.

Book with one author	Last Name, First Name. <i>The Title of the Book</i> . City: Publisher, Year. Print.
Book with two or three authors	Last Name, First Name, and First Name Last Name. <i>The Title of the Book</i> . City: Publisher, Year. Print.
Book with more than three authors	Last Name, First Name, et al. <i>The Title of the Book</i> . City: Publisher, Year. Print.
One volume in a multivolume work	Last Name, First Name. <i>The Title of the Book</i> . Vol. #. City: Publisher, Year. Print.
Work in an anthology	Last Name, First Name. "Name of the Article." <i>The Title of the Book</i> . Ed. First Name Last Name. City: Publisher, Year. Page #s of the entire article. Print.
Work in an anthology with original printing information HINT: info. for the book in your hand goes 2 nd	Last Name, First Name. "The Name of the Article." <i>Original Source Name</i> . Volume #. Issue # (Year): Pages. Print. Rtp. in <i>The Title of the Book</i> . Ed. First Name Last Name. Vol. # City: Publisher, Year. Page #s of the entire article. Print.
Library Database with a date only	Last Name, First Name. "Name of the Article." <i>The Original Source Name</i> Day of Publication Abbreviated Month of Publication Year of Publication: Page #s of original printing. <i>Name of Library Database</i> . Web. Day abbreviated Month Year of Download.
Library Database with a volume and issue number HINT: volume 2, issue 7 is typed: 2.7 – nothing more	Last Name, First Name. "Name of the Article." <i>The Original Source Name</i> Volume #. Issue # (Year): Page #s of original printing. <i>Name of Library Database</i> . Web. Day Abbreviated Month. of Year of Download.
Library Database Encyclopedia Hint: The name of	Last Name, First Name. "Name of the Article." <i>Name of the Encyclopedia</i> . Publisher Name, Day of Publication Abbreviated Month of Publication Year of Publication. Web. Day Abbreviated Month. Year of Download.
Internet Site (must be authorized on the Website Approval Form in advance) HINT: the web URL is <u>rarely</u> needed	Last Name, First Name. "The Title of the Work." <i>The Title of the Site</i> . Edition #. ed. Publisher, Day Abbreviated Month Year of Publication Web. Day of Abbreviated Month Year of Download. <http://www.address of the site ONLY if it's different than the title of the site and therefore hard to find>.
Personal Interview	Last Name, First Name. Personal interview. Day Abbreviated Month of Year.